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Minimum Qualification Specifications  
for the Class:

HAWAIIAN LANGUAGE SPECIALIST

Basic Education/Experience Requirements:

Graduation from an accredited four (4) year college or university.

Excess work experience as described below in the experience section or any other progressively responsible administrative, professional, or other analytical work experience which would provide knowledge, skills, and abilities comparable to those acquired in four (4) years of successful study while fulfilling a prescribed college curriculum may be substituted for education on a year-for-year basis.

The education or experience background must also demonstrate the ability to write clearly and comprehensively such materials as reports and analyses; read and interpret complex written materials; and solve complex problems logically and systematically.

Experience Requirement:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and length described in the following paragraphs:

Specialized Experience: Two and one-half (2-1/2) years of progressively responsible experience in making literal and idiomatic Hawaiian/English translations of a variety of written materials with a wide range of complexity such as historical governmental records, land title documents, correspondence, diaries, wills, bills of sale, songs, and newspapers. Experience must have included translating a minimum of three different types of materials, one of which must have been either historical governmental records or land title documents.

The translation work must have demonstrated knowledge of history and theory of sound changes, appropriate usage of terminology specific to a particular time period or type of document; classes of words and their functions; relationships of words and classes to each other; Hawaiian history, culture, people, and events, and recognition of obsolete terms and phrases in the language to ensure accuracy of translations; and the

ability to use professional literary analysis and research methods in studying word formations, inflections, and derivations, and deriving definitions and words for specific terminology.

Non-qualifying Experience:

Translation work which does not employ professional research, analysis, and validation techniques is not qualifying.

Translation work which involved only one type of material, e.g., songs or chants, is not qualifying.

Special Requirement:

In order to effectively perform such work, applicants must be able to read, write, comprehend, and speak the Hawaiian language with a degree of fluency comparable to that obtained by completion of a four-year Hawaiian language program at a college or university, and must also be able to adequately read, write, comprehend, and speak the English language in order to render Hawaiian to English translations and to communicate effectively with others.

Substitutions:

Possession of a Bachelor's Degree in Hawaiian Language from an accredited college or university may be substituted for one-half (1/2) year of the specialized experience requirement.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants must qualify on the appropriate examination for the class. For non-competitive actions, the examination may be waived.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is the first minimum qualification specification for the new class HAWAIIAN LANGUAGE SPECIALIST.

DATE APPROVED: 6/27/89

/s/ Diana H. Kaapu  
Department of Personnel Services